

Fill this field with the code “SELF” to direct member contributions to the Self-Directed Investment Program.

Note: If a non-transferring Plan 3 member fails to select an investment program within 90 days of eligibility, your system must report “WSIB.”

Rate Option

There are currently six rate options: A, B, C, D, E or F. Fill this field with the applicable value, to indicate the rate option the Plan 3 member has selected.

Note: If a non-transferring member fails to select a rate option within 90 days of eligibility, your system must report A.

- **Option B and C—coordinating rate changes with birth dates**

For members choosing options B and C, rates must increase following the 35th and 45th birthdays. If a rate change is necessary following a member birthday, you will begin using the new rate on the first of the following month.

Example: if a member who has chosen option B turns 35 on January 15, you will deduct 6 percent contributions for all reportable compensation beginning on February 1.

Plan Choice/Transfer Date

Fill this field with the date the member chooses, either Plan 2 or Plan 3, per the Member Information Form (section 2) completed by the member, or the 90th day for members who are defaulted into Plan 3.

Plan Choice

Fill this field with the 2-character code that describes the member’s choice.

- 2C—New PERS Plan 2 member chooses Plan 2
- 3C—New PERS Plan 2 member chooses Plan 3
- 3D—New PERS Plan 2 member is defaulted into Plan 3
- 3X—Plan 2 member transfers into Plan 3

Tax/Non-taxed Status (For Plan 3 Members)

Fill this field with a “T” to indicate that member contributions are taxed. Leave the field blank if the member contributions are deferred from federal income tax.

Earnings Information

The Earnings Information section is used to provide details about a member’s service, compensation and contributions. This section contains the following fields.

Earning Period

Compensation must be reported by the calendar month and year in which it is earned. Only one earning period can be entered on each line. If more than one earning period is reported for an employee, use additional lines on the report for each earning period.

The earning period must be four characters, formatted MMYT. For example, an August 1999 earning period is entered: 08/99.

Status

This one-letter code identifies the status of the compensation, contributions and/or the service being reported. Only one status code can be entered on a line. If more than one status code must be reported for an employee, use additional lines on the report for each code.

The status code entered must be valid for the system and plan in which the employee is being reported. (See Chapter 7, “Status Codes,” for a description of the valid status codes.)

Compensation

In general, the salaries or wages earned by an employee for personal services during a calendar month, payroll period or fiscal year are reported as compensation. Each retirement system and plan has different requirements for reporting compensation. See Chapter 4, “Reportable Compensation,” or contact the appropriate retirement services unit at DRS if you have questions about whether an employee’s compensation is reportable for retirement.

Member Contributions

Member contributions are due on all compensation reported for each earning period. Refer to Chapter 6 for information about calculating and reporting member contributions and for tables showing the applicable member contribution rates.

Employer Contributions

Employer contributions are due on all compensation reported for each earning period. Refer to Chapter 6 for information about calculating and reporting employer contributions and for tables showing the applicable employer contribution rates.

Hours/Days

The number of hours or days for which an employee receives compensation is referred to as the employee’s service. Service must be reported in days for TRS Plan 1 members and in hours for members of all other systems and plans. Report service to the nearest tenth of an hour or day. For example, you could report a PERS 1 member as working

160.0 hours or a TRS 1 member as working 20.0 days during a given earning period.

Note: *TRS 1 members*—If a full-time teacher works additional hours over and above the regular hours scheduled on a given day, do not report the additional time worked that day. If a full-time teacher works additional days during the school year, you should report the additional days.

Begin Date

This field is used to enter the date a member begins employment that is eligible for retirement system coverage. The begin date must be six characters, formatted MMDDYY. For example, a begin date of June 11, 1999, is entered: 06/11/99.

The first time you report an eligible employee, enter a valid begin date, gender code, and birth date on the report. The month and year of the earning period on the reporting line must match the month and year of the begin date you enter. If the employee needs to complete an Enrollment Form, make sure the begin date you enter on the report matches the date you enter on the form.

Note: *LEOFF members*—This field is used with status code E to indicate the date a LEOFF Plan 1 member begins an authorized disability leave of more than three days. The field is used with status code B to indicate the date a LEOFF Plan 1 or Plan 2 member begins leave without pay of more than three days. (See Chapter 7, “Transmittal Codes,” for details about reporting with status codes E and B.)

End Date

This field is used to enter the date a member ends employment that is eligible for retirement system coverage. The end date must be six characters in length, formatted MMDDYY. For example, an end date of July 31, 1998, is entered: 07/31/98.

When separating an employee from the report, enter a valid end date and status code S. Make sure the month and year of the earning period on the reporting line matches the month and year of the end date entered.

Note: *LEOFF members*—This field is used with status code E to indicate the date a LEOFF Plan 1 member ends an authorized disability leave of more than three days. The field is used with status code B to indicate the date a LEOFF Plan 1 or Plan 2 member ends leave without pay of more than three days. (See Chapter 7, “Transmittal Codes,” for details about reporting with status codes E and B.)

Page, Plan, and System Totals

The Page, Plan and System Totals section is used to indicate the total compensation, contributions and service being reported. This section contains the following fields.

Page Totals

These fields are used to enter the total amounts of compensation, member contributions, employer contributions, and hours/days reported on a given page of the report.

Plan Totals

These fields are used to enter the total amounts of compensation, member contributions, employer contributions, and hours/days reported for a given retirement system plan. If multiple pages are used to report members of a retirement plan, enter the plan totals on the last page used to report members of that plan.

System Totals

These fields are used to enter the total amounts of compensation, member contributions, employer contributions, and hours/days reported for a given retirement system. If multiple pages are used to report members of a retirement system, enter the system totals on the last page used to report members of that system.

Procedures for Manual (Paper) Reporting

The following pages describe some common procedures for transmittal reporting using the “Member Earnings Transmittal Report—MRL.” For additional details about these procedures or for information about procedures not covered on these pages, please contact ESS.

General Procedures

When working with this report:

- Check to see if the information you last reported for an employee is still correct. If it is, you do not need to change it for the current month.
- Make changes or enter new information, using red ink. Red ink is easier for ESS personnel to see and helps ensure that changes are entered correctly when your transmittal report is processed.
- Change data in the Member Information section by crossing out the incorrect information. Using red ink, write the correct information next to the information you are changing.
- Change data in the Earnings Information section by crossing out the incorrect information and using the open line below it to enter the correction.

- Use the open lines to enter additional records for a current employee or enter information at the end of the report for a new employee.
- Adjust the page and plan totals as necessary; after you have made your changes adjust the system total.
- Review the contact information in the header. If your contact name or telephone number has changed, inform DRS. Use the address change area of the banner page to notify DRS of changes in your transmittal report address.
- Make a copy of the transmittal report for your records and send the complete form to ESS by the 15th of each month.

Adding an Employee to the Report

When you hire a new employee who is eligible for retirement system coverage or when an existing employee becomes eligible for retirement coverage, you must begin reporting the employee to DRS.

Before adding an employee

- Verify the employee's plan assignment. The correct plan assignment is critical to ensure accurate transmittal reporting. Contact the appropriate retirement services unit (PERS, LEOFF) at DRS for assistance with verifying plan assignments.
- Determine if the employee needs to complete an Enrollment Form. If necessary, have the employee complete the appropriate sections then complete the employer information and send the form to DRS. (See Chapter 12 for an example of the Enrollment Form.)
- Determine the correct earning month for reporting the employee. If an employee first earned compensation in March, you would begin reporting the employee with a March earning period and begin date. The employee could be added to either the March or April report depending upon your payroll cycle. (See the section called "Transmittal Reporting to DRS" in this chapter for information about payroll cycles.)

Reporting a new employee:

On a blank line of the report, provide information about the employee in each of the following fields:

- Social Security Number
- Name
- Gender

- Birth
- Type
- Address
- City
- State
- Zip Code
- Investment Program
- Rate Option
- Tax Status
- Choice/Transfer Date
- Plan Choice
- Earning Period
- Status
- Compensation
- Member Contributions
- Employer Contributions
- Hours/Days
- Begin Date

To avoid an error, verify that you have entered a gender code, birth date, and begin date for the employee, and the reported begin date falls within the month and year of the reported earning period.

Washington State Department of Retirement Systems										Member Earnings Transmittal Report-MRL										
Rpt Grp	Syst/Plan	Rpt Per/Type/Ver/Expt	Employer Name				Prepared by				Telephone				Page					
1234	P	1	01/2001	R	01/01	Example, City of				Dawn Riley				(360) 123-4567				1		
Member Information						Earnings Information														
						Earning Period		Status	Compensation		Member Contributions		Employer (DB) Contributions		Hour/ Days		Begin Date		End Date	
SSN: 123 45 6789 Name: Doe, Jane						01	02	A	4953	00	297	18	231	31	170	0	12	15	01	
Gender: F Birth: 12/12/40 Type: 03 Name Chg: Y or N																				
Address: Add Chg: Y or N																				
City State: Zip:																				
Investment Program Rate Option: Tax Status:																				
Choice/Transfer Date: Plan Choice:																				

Figure 8-27

Make adjustments necessary to the page, plan, and system totals.

Changing Member Information

Most information in the Member Information section will remain the same each month. If it changes; e.g., the address, you will need to correct it. If an employee changes names, he or she will need to complete a Name/Address Change Form and send it to DRS. When the change has been made, it will be reflected on the next report you receive.

Changing Earnings Information

Information in the Earnings Information section will often change each month. To change the preprinted information, use the blank area beneath each field.

Changing compensation and contributions:

Cross out the amounts shown in the Compensation, Member contributions, and Employer Contributions fields.

Enter the correct amounts in the blank area provided beneath each field.

Washington State Department of Retirement Systems										Member Earnings Transmittal Report-MRL										
Rpt Grp	Syst/Plan	Rpt Per/Type/Ver/Expt	Employer Name				Prepared by				Telephone				Page					
1234	P	1	01/2001	R	01/01	Example, City of				Dawn Riley				(360) 123-4567				1		
Member Information						Earnings Information														
						Earning Period	Status	Compensation	Member Contributions		Employer (DB) Contributions		Hour/ Days	Begin Date		End Date				
SSN: 123 45 6789 Name: Doe, Jane						01	02	A	4953	00	297	48	87	66	170	0				
Gender: F Birth: 12/12/40 Type: 03 Name Chg: Y or N									4600	00	276	00	81	42						
Address: Add Chg: Y or N																				
City State: Zip:																				
Investment Program Rate Option: Tax Status:																				
Choice/Transfer Date: Plan Choice:																				

Figure 8-28

Make any adjustments necessary to the page, plan, and system totals.

Adjusting Page, Plan and System Totals

If you change an employee's reported compensation, contributions, or hours/days of service, you must adjust the page, plan and system totals. Page totals must be entered on each page of the report. Plan totals must be entered on the last page of information for a given retirement plan. System totals must be entered on the last page of information for a given retirement system.

Changing page, plan and system totals

On each page of the transmittal report, add together the amounts reported in the Compensation, Member Contributions, Employer Contributions, and Hours/Days columns. Cross out the page total shown for each column and enter the corrected amount.

Washington State Department of Retirement Systems										Member Earnings Transmittal Report-MRL									
Rpt Grp	Syst/Plan	Rpt Per/Type/Ver/Expt	Employer Name				Prepared by				Telephone				Page				
1234	P	1	01/2001	R	01/01	Example, City of				Dawn Riley				(360) 123-4567				1	
Member Information						Earnings Information													
						Earning Period	Status	Compensation	Member Contributions		Employer Contributions		Hour/ Days	Begin Date		End Date		Seq No.	
Page Total						25644	00	1302	72	1054	07	1400	0						
						27484	00	1278	01	2061	30	1528	0						

Figure 8-29

On the last page of information reported for each plan, add together the separate page totals reported, cross out the plan total shown for each column, and enter the corrected amount.

Chapter 8: Transmittal Reporting

Washington State Department of Retirement Systems										Member Earnings Transmittal Report-MRL																
Rpt Grp		Syst/Plan		Rpt Per/Type/Ver/Expt		Employer Name				Prepared by				Telephone				Page								
1234		P 1		01/2001 R 01/01		Example, City of				Dawn Riley				(360) 123-4567				1								
Member Information										Earnings Information																
										Earning Period		Status		Compensation		Member Contributions		Employer (DB) Contributions		Hour/ Days		Begin Date		End Date		
SSN: 123 45 6789 Name: Doe, Jane										01	02	A	4953 00		297 48		87 66		170 0		12 15 01					
Gender: F		Birth: 12/12/40		Type: 03		Name Chg: Y or N				4600 00		276 00		81 42												
Address:						Add Chg: Y or N																				
City		State:		Zip:																						
Investment Program				Rate Option:		Tax Status:																				
Choice/Transfer Date:				Plan Choice:																						

Figure 8-32

Note: Use additional lines to report any leave cashouts for eligible PERS Plan 1 employees. (See Chapter 7, “Transmittal Codes,” for details about reporting leave cashouts.)

Make any adjustments necessary to the page, plan, and system totals.

Washington State Department of Retirement Systems

Member Earnings Transmittal Report-MRL

Rpt Group	Sys/Plan	Rpt Per	Type	Ver/Expt	Employer Name	Prepared By	Telephone Number	Page					
2341	P 2	09/2001	R	02/02	Modernity, City of	Garvey, Mickey	(206) 841-8759	1					
Member Information					Earnings Information								
					Earning Period	Status	Compensation	Member Contributions	Employer (DB)	Hours/ Days	Begin Date	End Date	
SSN:569 40 0062 Name:Paul, Becky					09 2001	A	3182 00	147 96	238 65	176 0			
Gender: F Birth: 09/19/1944 Type: 03													
Address 7700 100 th S													
City: Auburn State:WA Zip:98373													
Investment Program: Rate Option: Tax Status:													
Choice/Transfer Date: Plan Choice:													
SSN: 534 60 0473 Name:Pater, Jeri M.					09 2001	A	1991 00	92 58	149 32	176 0			
Gender:F Birth:11 10 1954 Type:													
Address 1081 44 th ST E													
City: Tacoma State:WA Zip:98406													
Investment Program: Rate Option: Tax Status:													
Choice/Transfer Date: Plan Choice:													
SSN:534 86 7754 Name:Satori, Diane					09 2001	A	2985 00	138 80	223 87	176 0			
Gender: F Birth: 01 15 1952 Type:													
Address PO BOX 1307/													
City: Auburn State: WA Zip: 98406													
Investment Program: Rate Option: Tax Status:													
Choice/Transfer Date: Plan Choice:													
Instructions: 1. Verify information in shaded areas. 2. To make necessary changes, cross out preprinted data and enter changes in blank fields. 3. Copy completed report for your records.					Page Total		8158	00	379	34	611	84	Mail this form to: Department of Retirement Systems Employer Support Services PO box 48380 Olympia, WA 98504-8380
					Plan Total		8158	00	379	34	611	84	
					System Total		815	00	378	34	611	84	

Washington State Department of Retirement Systems

Member Earnings Transmittal Report-MRL

Rpt Group	Sys/Plan	Rpt Per	Type	Ver/Expt	Employer Name	Prepared By	Telephone Number	Page				
2341	P 2	09/2001	R	02/02	Modernity, City of	Garvey, Mickey	(206) 841-8759	1				
Member Information					Earnings Information							
					Earning Period	Status	Compensation	Member Contributions	Employer (DB)	Hours/ Days	Begin Date	End Date
SSN:569 40 0062 Name:Paul, Becky					09 2001	A	3182 00	28 00	56 32	176 0		
Gender: F Birth: 09/19/1944 Type: 03												
Address: 7700 100 th ST E							3245 00	25 56	57 44			
City: Auburn State:WA Zip:98373-1234												
Investment Program: Rate Option: Tax Status:												
Choice/Transfer Date: Plan Choice:												
SSN: 534 60 Name:Pater, Jeri M.					09 2001	A	1991 00	17 52	35 24	176 0		
Gender:F Birth:11 10 1954 Type: 03												
Address: 1081 44 th ST E												
City: Tacoma State:WA Zip:98406												
Investment Program: Rate Option: Tax Status:												
Choice/Transfer Date: Plan Choice:												
SSN:534 86 775 Name:Satori, Diane					09 2001	A	2985 00	26 26	52 83	176 0		
Gender: F Birth: Type:												
Address: PO BOX 1307							3100 00	27 28	54 87			
City: Auburn State: WA Zip: 98406												
Investment Program: Rate Option: Tax Status:												
Choice/Transfer Date: Plan Choice:												
Instructions: 1. Verify information in shaded areas. 2. To make necessary changes, cross out preprinted data and enter changes in blank fields. 3. Copy completed report for your records.					Page Total		8158 8336 00	148 73 36	611 147 55		Mail this form to: Department of Retirement Systems Employer Support Services PO box 48380 Olympia, WA 98504-8380	
					Plan Total		8158 8336 00	148 73 36	611 147 55			
					System Total		8158 8336 00	148 73 36	611 147 55			